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**JOB POSTING**  
**A.E.W. LP**  
**Senior Archaeologist**



**Nlaka'pamux Nation**  
**Tribal Council**  
**A.E.W. LP**

**The Organization:**

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

**The Role:**

A.E.W. Limited Partnership (A.E.W. LP) is seeking a permanent full-time Senior Archaeologist out of Southern Interior or Lower Mainland. This individual will have a proven track record that can support in completing archaeological specific projects and technical review while providing a full suite of archaeological expertise.

Reporting to the Director of Archaeology, the Archaeology Project Manager & Technical Reviewer will:

- Liaises with NNTC to gather direction on activities, work plans, and priorities needing to be executed.
  - Operationalizes work plans within AEW including, but not limited to, working with multidisciplinary project teams with highly skilled specialists and professionals to ensure the technical work is getting done in accordance with Nlaka'pamux laws, policies, plans and standards.
  - Acts as the project manager for the archaeology projects to ensure that NNTC standards are met.
  - Write and review interim and final reports, ensuring project deliverables are on time, within budget and to the desired quality level.
  - Approving crew time sheets and project tracking.
  - Coordinates internal team and external resources in the review of reports and supporting data, identifying issues of concern, recommending additions and changes based on the highest reasonable standards.
  - Supports the determination of project timelines and ensuring they are met.
  - Effectively manages and guides team and efforts; tracks team progress, adequately anticipates interconnections with other elements of the project, potential roadblocks, and changes course as needed to achieve goals; provides appropriate feedback concerning group and individual performance, including areas for improvement.
  - Determines and provides the necessary supports for meetings between NNTC and the project proponent.
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- Coaches and mentors other AEW project managers, with various experience levels, to successfully track and manage project deliverables and reporting.
  - Manages multiple activities effectively, monitoring progress and establishing standards for

implementation to keep the project within allotted time and budget.

- Completes project management activities including scoping, planning, managing, monitoring, and reporting on project tasks.
- Maintains meaningful relationships with NNTC through regular communication using excellent verbal, written, and presentation skills.  
enabling timely progression of projects.
- Establishes standards for implementation and monitoring using excellent analytical skills and a comprehensive knowledge of project management practices and procedures to optimize project resources.
- Gathers cost-estimates for work plans for approval with Director of Archaeology for review and approval. Cost-estimates will be sent to NNTC for approval.
- Completes desktop reviews and determines review requirements for dissemination to Project Managers.
- Compiles recommendations and complete technical section of NNTC preliminary assessment reports with input from Technical Leads and Project Managers.
- In consultation with Director of Archaeology and Project Managers, determines whether external, 3rd party reviews are needed for more specialized work and oversee deliverables set out for consultants.
- Performs field site visits, when applicable, to ground-truth project information and to ensure work is meeting NNTC standards.
- Support advancement of Nlaka'pamux jurisdiction by making recommendations for new policies, plans, and standards over and above Federal and Provincial regulations and standards.
- Participate in annual budget planning.
- Other duties as required.

#### **Requirements:**

- Bachelor's degree in Archaeology or Anthropology (specializing in archaeology).
- Have demonstrated knowledge of the BC Heritage Conservation Act and provincial regulatory requirements and a minimum of 10 years' experience in Cultural Resource Management.
- Archaeology Branch approved permit holder in good standing.
- 3-5 years' of progressively more responsible Project Management experience within a similar environment.
- Experience working in partnership with First Nations communities and other stakeholders.
- Advanced technical knowledge in field archaeology, with some general knowledge of other fields.
- Project Management Professional (PMP®) designation an asset

#### **What makes you exceptional:**

- Proven leadership ability in managing, motivating and developing a team.
  - Excellent report writing, communication, facilitation, presentation, and interpersonal skills.
  - Must have a keen grasp of project and program management, various delivery models, and contracting strategies.
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- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

- Good management and leadership skills.
- Demonstrate innovative problem-solving and strong analytical skills that can be applied to resolving complex situations and increase efficiencies.
- Strong ability to prioritize and develop timelines to fit organizational demands
- Strong ability to build relationships, manage stress and work exceptionally well under pressure
- High level of proficiency with computer programs including Microsoft Office Suite (Word, PowerPoint, Excel, Outlook,)
- Possesses a strong sense of personal integrity, work ethic and confidentiality.
- Basic understanding of GIS and mapping application
- Experience in organizing and overseeing work of external contractors

**The benefits of working at AEW LP:**

- Growth opportunities
- Great work environment
- Competitive compensation
- Matching Pension program
- Extended Health and Dental program
- Paid Vacation
- Flexible work schedules with work from home opportunities

**Salary**

\$100,000.00 per year

If you are interested in this opportunity and possess the necessary qualifications and skills, please forward your cover letter and resume to email: [gbowering@nntc.ca](mailto:gbowering@nntc.ca)

**The deadline for applications is open until filled. Posted on October 28<sup>th</sup>, 2022**

We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux.

